



APPLICATION FORM
HICKORY COMMUNITY RELATIONS COUNCIL
Spring 2022

Deadline for applications is **April 4, 2022, by 5 p.m.** Please review the attached guidelines.

Total number of copies needed: **11**

Project Title: _____

Target Population: _____

Name of Applicant: _____

Address: _____

E-mail: _____

Contact Person and Daytime Telephone Number: _____

Are you a nonprofit or tax-exempt organization? Yes No

Required Information: (Please attach - see attached information package for complete details)

1. Detailed proposal of **no more than 2 pages**, including:

- Use petitioning organizations letterhead
- Description of your organization
- Concise description of the project and need for project
- Specific amount and purpose of the request (one sentence within the 1st paragraph of proposal)
- Total funds required for the project and other funding sources
- Project goals or objectives and how they will be achieved
- Method and criteria that will be used to evaluate the project (i.e. how will you measure "success" or "effectiveness"?)
- A report on the previous accomplishments and/or effectiveness of prior grant projects of your organization (This section should also comment on how your proposal serves the mission and purpose of the HCRC)
- Signature of the authorized official of the petitioning organization

2. Detailed line-item budget for the project of no more than one page in length that includes anticipated income and expenditures. Please indicate how the Hickory Community Relations Council (HCRC) funds will be used. Agency budget for the program year in which grant funds are requested should also be included.

3. A list of the members of Board of Directors or other governing board of your organization. Provide any potential conflicts of interest associated with the grant request.

4. A copy of your Internal Revenue Service (IRS) tax-exempt certification or, if a government agency, your IRS tax identification number. Non-profit agencies without IRS tax-exempt certification must submit additional information to prove activities are non-profit in nature.

5. Should our agency receive grant funding from the HCRC, we agree to participate in and support HCRC programs and events and advertise the HCRC as a sponsor. The HCRC may also utilize the petitioning organizations name and logo in future grant cycle application marketing. _____ (initials)

Grant Request Amount: _____ (Awards typically range from \$250- \$1,500) Total Project Cost: _____

Matching Funds and/or In-Kind Services: _____

Signature of Project Coordinator

Date

Signature of Director or Chief Executive Officer of Requesting Organization

**INFORMATION AND APPLICATION PACKAGE
HICKORY COMMUNITY RELATIONS COUNCIL
GRANT PROGRAM**

The Hickory Community Relations Council (HCRC), an advisory board to the Hickory City Council, is pleased to offer the HCRC Program. The goal of this initiative is to promote positive human relationships in our community by supporting projects and/or programs that promote equal opportunity, resolution of conflicts and improve relationships among culturally diverse groups in Hickory.

Eligibility

1. Applicants may include churches, schools, institutions, 501(c)(3) organizations and other tax-exempt organizations. Applications from non-profit organizations that have not received formal tax-exempt status may be considered if the group provides sufficient information on the purpose and activities of the organization and the proposed project or program.
2. Programs requesting grant funding must serve the residents of the City of Hickory.
3. Funds may be used for contracts for services and/or specified honoraria provided the proposed recipient is providing direct services to the target population.
4. The HCRC will not consider applications for programs or projects for political purposes, or which promote a particular religious point of view. Funds from the grant program are provided by the City of Hickory and may not be used to pay salaries or construct facilities. The HCRC will not consider applications from City of Hickory departments, but will accept proposals from related support organizations if the requested funds will be used to provide a program or service for which no city dollars are available.

Priority

1. Priority will be given to programs or projects which will have the greatest impact on positive human relations, that are most effective in bringing together the diverse populations of Hickory, and which provide direct services and resources to the targeted population(s).
2. Applicants are encouraged to be creative in developing projects that address real community needs. They are also encouraged to develop partnerships with other agencies and organizations if at all possible.

Application Guidelines

The required application form is attached and should serve as the cover document for the proposal and supporting materials.

Proposal:

See the application for specific format and criteria.

Budget

Submit a line-item budget of no more than one-page for the program or project that details anticipated income and expenditures. Please state specifically what the HCRC is being asked to fund.

Additional Guidelines

The City of Hickory Community Relations Council will hold 2 grant cycles per year, each spring and fall, subject to fund availability. The staff liaison will send a complete grant review packet to all members of the HCRC after the stated submission deadline. At the HCRC meeting, the chairperson shall present the grants to the HCRC for discussion and vote. Recommendations, as determined by a

majority vote, shall be forwarded to Hickory City Council. A representative of the petitioning organization should be available for questions via telephone, video conference or personal attendance to the HCRC grant review meeting. Advance notice of the meeting will be provided by a HCRC representative.

Criteria

1. Awards typically range from \$250 - \$1,500.
2. The program must benefit the City of Hickory and its citizens and must pertain to the area of human relations.
3. An agency may receive no more than three (3) grants for the same program within a five-year period.
4. Entities may only receive one project grant per cycle.
5. HCRC's focus is on programs designed to better human relations in the City of Hickory.
6. HCRC considers grant awardees to be partners in fostering better human relations. HCRC also requests that agencies receiving funding acknowledge the HCRC contribution on marketing and printed materials/brochures.

GRANT RECIPIENTS ARE EXPECTED TO PARTICIPATE IN HCRC EVENTS AND PROJECTS IN AN ONGOING EFFORT TO BUILD STRONG HUMAN RELATIONS NETWORK IN OUR AREA!

An expenditure report must be completed when the project is completed. Failure to submit expenditure reports disqualifies an agency from seeking another grant and may subject the grant recipient to any recovery or enforcement proceeds allowed by law. Once expenditure reports are completed to the satisfaction of the City of Hickory Finance Department, the agency may again submit a grant application under the same guidelines.

Allocation of Funds and Program Verification

The HCRC will review and comment upon your application to the Hickory City Council who will have final approval. The HCRC reserves the right to recommend full or partial funding, or recommend against funding, in their sole discretion. Additionally, the HCRC may return incomplete applications without forwarding the same to the Hickory City Council for consideration. A full report on the use of the funds and effectiveness of the program is required of recipient groups. The HCRC reserves the right to request an audit of funds allocated to ensure proper use. The report must include a statement outlining whether objectives were met or were not met. Failure to meet objectives will not result in future grant disqualification, but may be considered by the HCRC when approving future grant requests by the same organization. The HCRC reserves the right to request an in person, teleconference, or video conference reviewing the outcomes of the project.

Additional Information

Additional information is available from the HCRC, c/o Philip Demas, Hickory Police Department, 347 2nd Ave SW Hickory, NC 28602. The application packet should be mailed, delivered to this same address, or emailed to pdemas@hickorync.gov prior to the deadline of 5 p.m. on Monday, April 4, 2022.